

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Date and Time: **Wednesday, July 20, 2022 at 6:00 P.M.**
Location: **Council Chambers, City Hall 101 South Blvd. Baraboo**
Others Noticed: S. Fay, A. Killgallon, B. Stelling, T. Wickus, M. Miller, K. Thurow, Tracey Sefkar,
Brenden McDaniel, Deirdre Marshall
Others Noticed Casey Bradley
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of June 22, 2022.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

OLD BUSINESS - None

NEW BUSINESS

- Approval of financials
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – August 17, 2022 at 6:00 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend. Agenda prepared by S. Fay Agenda posted by D. Griggel on 7/19/2022

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes 6/22/2022

Present:

Members: S. Fay, B. Mcdaniel, A Killgallon, K. Thurow, D Marshall, T Sefkar, T. Wickus

Absent:

Members: B. Stelling, M Miller

Other:

President Fay called the meeting to order at 6:03pm

In Compliance of Open Meeting Laws

Approval of March 2022 minutes: Marshall/McDaniel, Carried

Adoption of Agenda: Thurow/McDaniel, Carried

Officer/Committee

President: Fay

Secretary: Killgallon

Treasurer: Stelling

Appearances: Wickus

Business Development: Marshall

Finance: Stelling

Parking: Fay

Promotions: Wickus

Old Business: None

New Business:

- Approval of Financials
 - Killgallon/McDaniel, Carried
- Vouchers

Reports

- Note of Jewelers Edge is open. While there is a wait for supplies for a full restoration, normal operation is in affect
- Lower Lot has been sprayed and are positively dead. Further removal should be completed prior to parade.
- Memorial idea is in progress of research of ideas as to what to put in there. We would need to be responsible for upkeep.
- Parking Committee meeting is TBD
- Promotions Committee meeting will be communicated in the near future concerning unspent funds.

- Kate Pettit – Farmers Market Manager - \$500
- Clifton Larson Allen - \$1,700
- Landscape Techniques, LLC - \$1,860.00
- Madison Media Partners - \$2,115.50 - **Was Paid in Full March 26 2022/April 15th 2022
Will be followed up by T. Wickus
- \$4,060 Total
- Motion to Approve Sefkar/Marshall, Carried

- Motion to approve bylaw change of meeting time from 5:45pm to 6:00pm
 - Marshall/Thorow, Carried

- Next Agenda Items
 - July 20th 6pm at City Hall Chambers
 -

Motion to Adjourn at 6:24pm by Thorow, McDaniel, carried.

Respectfully Submitted
Andy Killgallon

Wisconsin Dells, WI 53965

743462

24

July 1, 2022

INVOICE: \$500
Due July 30, 2022

TO: CITY OF BARABOO BUSINESS IMPROVEMENT DISTRICT

FROM: Kate Pettit
E7429 Copper Spring Ln
Reedsburg, WI 53959
SSN: 399-46-7433

For: Services rendered as 2022 Baraboo Farmers' Market Manager

FINAL INVOICE

~~September 1, 2022~~

3 OF 3

July 8th 2022

FOR 2022

INVOICE: \$500 July
Due ~~September~~ 30, 2022

TO: CITY OF BARABOO BUSINESS IMPROVEMENT DISTRICT

FROM: Kate Pettit
E7429 Copper Spring Ln
Reedsburg, WI 53959
SSN: 399-46-7433

For: Services rendered as 2022 Baraboo Farmers' Market Manager

July 9, 2022

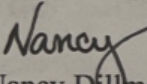
MEMO FOR: Bekah Stelling, Treasurer, BID
FROM: Nancy Dillman
RE: Reimbursement for Baraboo Farmers' Market Website Expense

Enclosed is the receipt for the annual subscription for Jetpack Premium, a security program for the Baraboo Farmers' Market website. I would like to be reimbursed for this expense.

Although I'm no longer the webmistress for the Baraboo Farmers' Market, Jetpack continues to charge my Visa card for the annual premium. I'm not sure why this is still happening, as Todd and I have discussed this.

I am able to access the Jetpack account and believe I can change the payor and method of payment, but I've not been able to reach Todd. I'd appreciate your guidance on this, Bekah.

Thank you.


Nancy Dillman

Please remit to:

Nancy Dillman
P.O. Box 178
Baraboo, WI 53913

608-963-6654

nancy248@centurytel.net

Purchases



Jetpack

by Automattic, Inc

60 29th St. #343, San Francisco, CA 94110

Jul 9, 2022

RECEIPT ID

70389342

TRANSACTION ID

STRIPE:CH_3LJCEIAEUZOIBR941CXBOZDB

PAYMENT METHOD

VISA ending in 5628

BILLING DETAILS

Nancy J Dillman

Order summary

DESCRIPTION	AMOUNT
Jetpack Premium (recurring) <i>Annual subscription</i>	\$99.00
Total paid:	\$99.00

City of Baraboo
BID Fund 390
Balance Sheets
June 30, 2022 and December 31, 2021

Assets:	June 30, 2022	December 31, 2021
Current Assets:		
Cash	\$ 107,140.57	\$ 71,959.02
BID Assessment Receivable	9,433.25	-
Accounts Receivable	-	-
Due from Tax Roll	9,464.21	9,464.21
Total Current Assets	126,038.03	81,423.23
Total Assets	\$ 126,038.03	\$ 81,423.23
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 1,398.06
Due to General Fund	-	78.74
Total Liabilities	-	1,476.80
Fund Equity:		
Fund Balance	77,992.22	72,885.41
Designated-Pocket Park	1,954.21	1,954.21
Net Revenues/(Expenditures)	46,091.60	5,106.81
Total Fund Equity	126,038.03	79,946.43
Total Liabilities and Fund Equity	\$ 126,038.03	\$ 81,423.23

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Six Months Ending June 30, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,900.00	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	40.00	3,200.20	3,500.00	91.43
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 40.00	\$ 50,100.20	\$ 50,400.00	99.41
Expenditures:				
BID - Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total BID - Economic Development	\$ -	\$ -	\$ -	-
BID - Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Debt Service	\$ -	\$ -	\$ -	-
BID - Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Capital Projects	\$ -	\$ -	\$ -	-
BID - Community Development - BID				
Publishing	\$ -	\$ -	\$ -	-
	-	-	-	-
Accounting Services	-	-	1,700.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	271.56	955.78	19,000.00	5.03
Promotions	-	2,989.05	22,100.00	13.53
Business Development	-	-	3,250.00	-
Office Supplies	-	63.77	200.00	31.89
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total BID - Community Development - BID	\$ 271.56	\$ 4,008.60	\$ 48,400.00	8.28
Total Expenditures	\$ 271.56	\$ 4,008.60	\$ 48,400.00	8.28
Net Revenues/(Expenditures)	\$ (231.56)	\$ 46,091.60	\$ 2,000.00	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
June 30, 2022 and December 31, 2021

Assets:	June 30, 2022	December 31, 2021
Current Assets:		
Cash	\$ -	\$ -
Total Current Assets	-	-
Total Assets	<u>\$ -</u>	<u>\$ -</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	-	1,949.89
Net Revenues/(Expenditures)	-	(1,949.89)
Total Fund Equity	-	-
Total Liabilities and Fund Equity	<u>\$ -</u>	<u>\$ -</u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Six Months Ending June 30, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
BID - Pocket Park - Community Development - BID				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total BID - Pocket Park - Community Dev	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Publishing			01/01/2022 (00/22) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Prof Services - Auditing			01/01/2022 (00/22) Balance	390-69-56700-214-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	2,000.00 Unexpended	2,000.00		
Accounting Services			01/01/2022 (00/22) Balance	390-69-56700-219-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	1,700.00 Unexpended	1,700.00		
Parking Lot Development			01/01/2022 (00/22) Balance	390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	1,500.00 Unexpended	1,500.00		
Appearances/Banners			01/01/2022 (00/22) Balance	390-69-56700-300-971			.00
02/23/2022	AP	565	GRABER MANUFACTURING INC **VendorNo: 1018 **Inv. No: 88475 **Desc: BID-CUSTOM CIRCUS WHEEL BIKE RACK **Inv. Date: 2/23/2022 **PO No:		150.00		
05/18/2022	AP	793	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SPRING2022 **Desc: BID-SPRING PLANTERS **Inv. Date: 5/18/2022 **PO No:		534.22		
01/29/2022	AP	671	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7498 **Desc: BID-HOLIDAY LIGHTS MENARDS **Inv. Date: 1/29/2022 **PO No:		271.56		
YTD Encumbrance		.00 YTD Actual	955.78 Total 955.78 YTD Budget	19,000.00 Unexpended	18,044.22		
Promotions			01/01/2022 (00/22) Balance	390-69-56700-300-972			.00
02/11/2022	AP	633	ORTNER-BLAKE, LORRAINE **VendorNo: 1847 **Inv. No: 1222 **Desc: BID-UPDATE ADS **Inv. Date: 2/11/2022 **PO No:		66.30		
03/26/2022	AP	682	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 93895-1 **Desc: BID-DEVILS LAKE PARK GUIDE **Inv. Date: 3/26/2022 **PO No:		1,550.00		
03/12/2022	AP	754	DILLMAN, NANCY **VendorNo: 685 **Inv. No: 0312222 **Desc: BID-WORDFENCE PREMIUM LICENSE-FARMER'S MARKET **Inv. Date: 3/12/2022 **PO No:		99.00		
04/07/2022	AP	853	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1540 **Desc: BID-FARMERS MARKET WEB HOSTING 3/1/22 TO 3/1/23 **Inv. Date: 4/7/2022 **PO No:		125.00		
03/17/2022	AP	895	VINYL GRAPHICS FOR YOU LLC **VendorNo: 2644 **Inv. No: 1630 **Desc: BID-FULL COLOR BANNERS **Inv. Date: 3/17/2022 **PO No:		323.75		
04/04/2022	AP	976	WATERFRONT GRAPHIC DESIGN **VendorNo: 4062 **Inv. No: 13336 **Desc: BID-BANNER & AD DESIGNS **Inv. Date: 4/4/2022 **PO No:		275.00		
04/15/2022	AP	530	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 96935-1 **Desc: BID-DEVIL'S LAKE MAP **Inv. Date: 4/15/2022 **PO No:		550.00		

Date	Journal	Reference Number	Payee or Description				Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00	YTD Actual	2,989.05	Total	2,989.05	YTD Budget	22,100.00	Unexpended	19,110.95
Business Development			01/01/2022 (00/22)	Balance			390-69-56700-300-973			.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	3,250.00	Unexpended	3,250.00
Office Supplies			01/01/2022 (00/22)	Balance			390-69-56700-310-000			.00
12/31/2021	AP	536	CITY OF BARABOO					78.74		
			**VendorNo: 493 **Inv. No: 12545 **Desc: BID-3RD & 4TH QTR COPIES & POSTAGE **Inv. Date: 12/31/2021 **PO No:							
12/31/2021	JE	2	RJE 12 116 Reverse payables to City						78.74-	
03/31/2022	AP	568	CITY OF BARABOO					63.77		
			**VendorNo: 493 **Inv. No: 12600 **Desc: BID-1ST QTR 2022 COPIES / POSTAGE **Inv. Date: 3/31/2022 **PO No:							
YTD Encumbrance		.00	YTD Actual	63.77	Total	63.77	YTD Budget	200.00	Unexpended	136.23
Operating Supplies			01/01/2022 (00/22)	Balance			390-69-56700-340-000			.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00
Insurance			01/01/2022 (00/22)	Balance			390-69-56700-510-000			.00
YTD Encumbrance		.00	YTD Actual	.00	Total	.00	YTD Budget	650.00	Unexpended	650.00
Number of Transactions: 13 Number of Accounts: 10								Debit	Credit	Proof
Total BID:								4,087.34	78.74-	4,008.60

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2022 (00/22) Balance	392-69-56700-300-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Land or Land Improvements			01/01/2022 (00/22) Balance	392-69-56700-821-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Facilities Improvements			01/01/2022 (00/22) Balance	392-69-56700-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Transfer to BID			01/01/2022 (00/22) Balance	392-69-59200-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Number of Transactions: 0 Number of Accounts: 4					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 13 Number of Accounts: 14					Debit	Credit	Proof
Grand Totals:					4,087.34	78.74-	4,008.60